



THOMAS L. WEBER
COMMISSIONER

The Commonwealth of Massachusetts Department of Early Education and Care

EMB FY 2019-02

EEC Management Bulletin

Subject: Requirement to Sign Attendance Notification and Financial Assistance Agreement

Date Issued: March 18, 2019

Effective Date: Immediately

For Use By: EEC Contracted Providers, Child Care Resource and Referral Agencies (CCR&Rs), and Head Start Programs

Synopsis: Based on the new EEC subsidy regulations and policies, EEC now requires all Subsidy Administrators to issue and collect signed updated Attendance Notification Agreements and Financial Assistance Agreements from the subsidy recipients whose eligibility they assess.

Further Info: EECSubsidyManagement@mass.gov

Supersedes: To the extent the policies and information contained in this EMB conflict with the EEC Financial Assistance Policy Guide (effective date March 1, 2019), the policies contained herein shall govern.

Following the promulgation of the March 1, 2019 EEC Subsidy Regulations, and taking into consideration the changes to EEC's policies, EEC is requiring Subsidy Administrators have all Parents receive and sign an updated Attendance Notification Agreement and an updated Financial Assistance Agreement (found on EEC's website at <https://www.mass.gov/lists/forms-for-managing-financial-assistance>). It will be the responsibility of all Subsidy Administrators to ensure collection of the signed Attendance Notification Agreement and Financial Assistance Agreement and maintain the forms in the Parent's eligibility file.

EEC has provided to Subsidy Administrators a template cover letter (see appendix) that should be put on the Subsidy Administrator's agency letter head, explaining to the Parent(s) the requirement to have these forms signed and returned timely. EEC will leave it to the Subsidy Administration's discretion as to the best and most expedient method to have the signed and dated forms returned by the Parent(s). The signed forms may be returned via fax, email, mail, or in person. These forms **DO NOT** require a wet signature. Contracted Child Care Educator/Providers should work closely with their local Child Care Resource and Referral Agency (CCRR) to assist in the collection of any documents for Parents that the CCRR reauthorizes. All forms must be returned to the Subsidy Administrators no later than **April 19, 2019**.

If Parent(s) do not return the signed forms by the deadline, Subsidy Administrators should issue a two week Notice of Termination and a Request for Review Form. The reason chosen on the Termination Notice shall be "Intentional Program Violation: Failure to Respond to EEC Request for Information" with the description stating that the Parent(s) failed to return the signed forms. Please note, if the Parent(s) returns the signed Attendance Notification Agreement and Financial Assistance Agreement by the last day of the termination notice, the Subsidy Administrator shall rescind the termination as the required documentation will be on file. The Parent(s) may also have his or her subsidy restored if the Parent(s) returns the signed forms and resumes care within 30 days of the last day of the termination notice.

Appendix – Parent Cover Letter Template:

March XX, 2019

Dear Parent,

This notice is being sent to you because the Department of Early Education and Care (EEC) has recently changed many of its regulations and policies which affect your child care subsidy. Attached are 2 forms that require your immediate attention.

- The first form is the Financial Assistance Agreement. This form explains what your responsibilities are related to your child care subsidy.
- The second form is the Attendance Notification Agreement. This form explains the recent changes to EEC's attendance policies.

You are **required** to read, sign and return both forms confirming your receipt of this information. These forms must be returned to **[INSERT SUBSIDY ADMINISTRATOR NAME]** immediately, but no later than **April 19, 2019**. You may return this form by *(please enter information on how the parent may return the signed forms, i.e., fax, scan & email, in person, etc.)*

If you fail to sign and return these forms, a Notice of Termination will be issued to you for failure to respond to EEC's request for more information.

We also suggest that you keep a copy of these forms for your files.

Should you have any questions regarding this notice, please contact us at **[INSERT SUBSIDY ADMINISTRATOR CONTACT INFORMATION]**.

Sincerely,

[INSERT SUBSIDY ADMINISTRATOR NAME]